[ORGANIZATION NAME HERE]

[DATE ENACTED]

**Subject:** Preferences for Everyday Living Inventory (PELI) PAL Card

**Purpose:**

To advance person-centered care by communicating residents’ important preferences for activity and leisure to staff and assist in facilitating conversation between residents and staff.

**Policy:**

#1 In compliance with ORC Section 5165.25, [ORGANIZATION NAME] interviews all residents to assess individual preferences and includes these preferences in their plan of care. A PAL (preferences for activity and leisure) Card is created for consenting residents to capture and share information about their background and preferences for activity and leisure.

**Procedure:**

* 1. [ORGANIZATION NAME] uses [INSERT WHICH PELI VERSION USED HERE – Ex: the full 72-item PELI or the MDS 3.0 Section F as well as # of activity and leisure items from the PELI] to complete the PAL Card.

1.2 The [INSERT INTERVIEW USED] will be completed by [INSERT DEPARTMENT RESPONISBLE FOR ASSESSMENTS] at the following times: admission, annually, and with significant change. The answers provided will then be used to develop the resident’s plan of care.

1.3 If a resident is unable to report their own preferences the assessment will be completed by a family member or POA.

1.4 The resident or POA will be asked if they want a PAL Card made for them. If consent is obtained, staff will create the resident’s PAL Card from the answers provided during the [INSERT INTERVIEW USED]. The PAL Card is two-sided – the front of the card will contain their name and important background information shared by the resident, the back contains the activity and leisure preferences most important to the resident.

1.5 The information on the PAL Card will help staff quickly identify the resident’s activity preferences as well as help to facilitate conversations between residents and staff or volunteers and between the resident’s themselves.

1.6 No protected health information will be included on a resident’s card to ensure compliance with HIPAA.

1.7 The PAL Card will be placed [INSERT LOCATION – Ex: On the resident’s wheelchair, walker, bulletin, board or door]. If the card is lost or misplaced, staff will reprint the resident’s card within 5 days of it being noted as missing.

1.8 Each resident’s individualized PAL Card is created and saved in a word document to enable quick replacement of missing cards.

\*NOTE: The numerical system is an example and should be edited to match your organizations numerical system for policies and procedures\*